

Position Description

Research Communications Manager

Classification:	HS7
Business unit/department:	Discovery and Innovation Unit
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
	Choose an item.
	Choose an item.
Employment type:	Part-Time
Hours per week:	0.6 FTE, 22.8 Hours
Reports to:	Director Operations- Discovery & Innovation Unit, dotted reporting line to Head of Communications & Media
Direct reports:	0
Financial management:	Budget: \$0
Date:	June 2025

Position purpose

The Research Communications Manager leads the strategic positioning of research across Austin Health. This role is responsible for developing and delivering a coherent, consistent, and future-focused communications strategy that elevates the visibility, credibility, and impact of research within the health service and across the sector.

Working in partnership with the Discovery & Innovation Unit, the Executive Team, and the Corporate Communications department, this role ensures Austin Health's research brand, voice, and achievements are clearly represented to government, partners, donors, and the broader community. The role contributes to institutional influence by shaping narratives that align with national research priorities, precinct identity, and translational impact.

About the Directorate/Division/Department

The Discovery & Innovation Unit (DIU) is the central research office at Austin Health, responsible for research strategy, governance, capability development, and institutional reform. DIU delivers enterprise oversight for ethics, governance, policy, systems, and compliance, ensuring that all research conducted under the Austin Health banner meets the highest standards of integrity, impact, and translation. The unit partners with clinicians, researchers, funders, and external institutions to build a world-class, future-ready research environment.

Position responsibilities

- Design and deliver an enterprise research communications strategy that strengthens Austin Health's internal and external positioning.
- Lead the development of strategic research messaging across digital, executive, government, and sector-facing platforms.
- Translate research strategy and performance into accessible content for stakeholders, boards, and the community.
- Collaborate with the Corporate Communications team on high-impact campaigns, media engagement, and brand alignment.
- Develop storytelling frameworks and visual content that highlight research outcomes, partnerships, and precinct integration.
- Support the Director, Discovery & Innovation with executive briefing materials, strategic submissions, and key events.
- Curate the digital presence of research at Austin Health, including the website, portals, and external stakeholder channels.
- Maintain strong relationships with internal and external stakeholders to ensure alignment of messaging, tone, and objectives.

Measures of Success

- A clear and cohesive research communications strategy is adopted across Austin Health and aligns with enterprise goals.
- Research is consistently and positively profiled across internal, external, and sector-facing channels.
- Executive and Board materials reflect high-quality, strategic storytelling aligned with research outcomes and goals.
- Stakeholders report improved visibility, clarity, and cohesion in research messaging and positioning.
- Increased engagement from partners, donors, funders, and collaborators through targeted communications.
- The DIU website and research communications platforms are current, accessible, and reflect thought leadership.



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We bring
our best



Together
we achieve



We shape
the future

Key Relationships

- Director Operations, Discovery & Innovation Unit
- Corporate Communications team (dotted reporting line)
- Deputy Directors, Discovery & Innovation Unit
- Executive team, clinicians, researchers
- Funders, and government stakeholders
- Design, media, and digital vendors (as required)

Selection criteria

Essential skills and experience:

- Proven experience in strategic communications, public affairs, or media within research, health, or government sectors.
- Ability to develop enterprise-wide communication strategies aligned with institutional goals and reform agendas.
- Strong writing and editing skills across executive, government, and public-facing formats.
- Experience translating complex research content into accessible, high-impact messaging.
- Ability to engage stakeholders across clinical, academic, and government settings.
- High-level digital communications capability, including websites, multimedia, and storytelling tools.
- Experience working within or alongside communications functions in health or research-intensive organisations.

Desirable Attributes

- Experience in media liaison, brand management, or strategic campaign development.
- Understanding of research strategy, translation, and precinct-based communication dynamics.
- Familiarity with government policy, funding cycles, and research sector narratives.

Professional qualifications and registration requirements

- Tertiary qualifications in communications, media, public policy, research management, or relevant discipline.
- Further training in digital strategy, strategic writing, or executive communications highly regarded.

Quality, safety and risk – all roles



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All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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